

## **ADMINISTRATIVE ANALYST**

### **DEFINITION:**

Performs professional administrative and research work of a technical, and often confidential, nature in support of the City Manager and Assistant to the City Manager/Human Resources Manager; performs other related work as assigned.

### **CLASS CHARACTERISTICS:**

This class is distinguished from other classes by the degree of independent thought, action and judgment on assigned projects. Positions in this class report to the City Manager and the Assistant to the City Manager/Human Resources Manager and often perform work of a confidential nature, including research and analytical work in support of the labor relations function. Therefore, this classification is included under the confidential category of the Management, Professional and Confidential employees resolution.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Design and implement research projects and surveys for administrative, operational, budgeting and other functions.
2. Analyze and interpret data and prepare summary reports.
3. Research City Council requests on City policies.
4. Develop new and revised programs, systems, procedures and methods of operation.
5. Compile materials and assist in the preparation of reports, manuals and other publications.
6. Assist with routine and confidential human resources and payroll duties and issues as needed, including projects in support of the labor relations function.
7. Assist with the coordination of inter-departmental and departmental activities and with outside agencies.
8. Represent the City in interdepartmental, community and professional meetings as required.
9. Prepare various public information materials including newsletters, press releases and brochures.

## **Administrative Analyst**

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):**

10. Prepare both oral and written reports, correspondence, and other text for use by City Manager and/or Department Head.
11. Prepare and monitor departmental budgets.
12. Administer contracts with outside agencies and organizations.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Analyze bills being considered by the California state legislature and other legislative issues to determine impact on City.
2. Pursue alternative funding opportunities.
3. May be assigned to supervise the Coordinator of Volunteers.
4. Other specified projects as assigned by supervisor.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Principles and practices of organizational and public administration.
2. Principles, methods and practices of municipal finance, budgeting and accounting.
3. Relationships between the City, general public and other government agencies.
4. Applicable City, county, state and federal laws, ordinances and regulations.
5. Organization and function of local government.
6. Research techniques, methods and procedures.

#### **Skill in:**

1. Analyzing organizational and administrative problems and suggesting solutions.
2. Developing and implementing goals, objectives and procedures.
3. Personal computer operations and word processing applications.

#### **Skill in (continued):**

## **Administrative Analyst**

4. Conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.
5. Setting priorities and following-up on projects.
6. Properly interpreting and making decisions in accordance with laws, rules and policies.

### **Ability to:**

1. Communicate clearly and concisely, both orally and writing.
2. Establish and maintain effective working relationships with City officials and staff, residents, business representatives and other governmental agencies.
3. Represent the City effectively in meetings and with others.
4. Maintain accurate records and prepare clear, concise and competent reports, correspondence and other written materials.
5. Protect confidential information and address sensitive employee issues with tact and discretion.

### **JOB REQUIREMENTS:**

1. Must possess a valid California Class C driver's license in compliance with adopted City driving standards.
2. Graduation from a four year college with major course work in public administration or a related field.
3. Two years of general administrative local government experience which includes professional-level analytical work.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Automobile
2. Keys to City locks
3. Reports, forms, pencils, and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Fax machines
7. Calculator
8. Telephone
9. Answering machine

## **Administrative Analyst**

### **DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Use of fingers/Manual dexterity
6. Lifting up to 10 lbs.

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

1. Indoors: office conditions, 95% of the time  
Outdoors: varying conditions, 5% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels